

INSTRUCTIONS FOR EVALUATION REPORT ON  
SERVICE ACTIVITIES

SECTION A. This section is to be filled out on all service activities. Answer only those questions which are applicable.

1. Use the industrial title from the Standard Industrial Classification Manual which describes the activity at the highest organization level that can be analyzed as a separate commercial activity, even though it may have a number of commercial activities as components.
2. Use the code number corresponding to the title from the Standard Industrial Classification Manual.
3. Refer to the proper page and line of the agency's inventory report previously submitted. If the activity was subsequently established, or had not previously been reported in the inventory, it should be indicated.
4. This should be the number of similar installations. Exclude those reported elsewhere as a part of another major activity.
5. If there are relatively few such installations, give their location. If there is a larger number of such installations, use some descriptive term, such as "at all dam construction sites" or "one in each seaboard state."
6. Show as subordinate activities the types listed in the Standard Industrial Classification Manual which form a part of the major activity listed in No. 1.
7. This should be an estimate of the total expenditures attributable to the activity for the fiscal year 1956.
8. This should be an estimate of the total expenditures attributable to the activity for the fiscal year 1957.
9. Show the number of employees assigned to the activity who were included on the Standard Form 113 report to the Civil Service Commission and the number of military personnel assigned to the activity.
10. If the number of employees shown in No. 9 is not representative of the normal or seasonal size of the operation, explain the seasonal character and give figures which reflect the maximum employment during the peak season.
11. On a percentage basis, account for the disposition made during fiscal year 1956 of the service.

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12. The value of land and buildings should be the same (initial cost) as reported to the General Services Administration in connection with its survey of real property holdings. For assets, if any, which are not included in the GSA survey, use the same concept of initial cost, or the best estimate thereof, in setting the asset figure. This concept should also govern the value placed on equipment which was not covered by the GSA survey.

13. Check the block which indicates the authority and circumstances under which the activity is conducted. If it is required by law check "Required." If it is specifically authorized but not required by law, check "Specifically authorized." If it is not specifically authorized or required but has been the subject of specific congressional approval in appropriation acts or some other legislation, check "Congressional approval" and explain the circumstances. If there is no specific approval, but the agency considers that its basic legislation authorizes the activity, check "General authorization." Use the "Other" block only if none of the previously mentioned categories is applicable, and explain the circumstances. Wherever there is legislation under which the activity is authorized, give the U. S. Code citation.

14. Indicate by a check what the agency head determines is to be done about the continuation of the activity. Check the block "Eliminate" if the Government operation is to be closed and the facilities disposed of. Check "Curtail" if the volume of activity is being reduced but the activity will continue as a Government operation. "Continue" will be used to denote the decision by the agency head that it is not in the public interest to procure the product or service from private enterprise. Check "Other" if the activity is being converted to a contractor-operated basis or some combination of ways of procuring the product. If the "Other" block is checked, give a brief explanation of what is to be done.

SECTION B. This section should be completed for all activities on which No. 14 is not checked "Continue."

15. State exactly what is to be done.

16. Show the date on which the activity has been or will be eliminated, curtailed, or otherwise modified.

17. If the agency head's determination is not yet in effect, indicate the extent to which negotiations or other actions have progressed on the date of the report.

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18. If the agency head's determination cannot be carried out because of existing law, summarize any legislative proposals being submitted to the Bureau of the Budget.

19. If the assets which were used in the conduct of the activity are to be sold or otherwise disposed of, so indicate. If they are not to be disposed of, give reasons.

20. If any of the assets have been disposed of, show the amount recovered from their sale. If they have not been but will be later, indicate an estimated amount to be recovered, adding "estimate."

21. Use the same basis for determining the value of the assets being retained as was used in estimating the value of the capital assets in No. 12.

22. There will normally be an entry on line 2 and in addition there may be one on lines 1 or 3, depending on the action being taken. The first line should show savings. The second should show amounts formerly spent for Government operations which hereafter will be spent for procurement of the product by direct purchase or contractual arrangements. The third line should show any increase in out-of-pocket costs of procuring the product, whether or not additional appropriations will be requested. The last line will be used for any other circumstances which will prevail. These need not be exact figures developed by a cost study but may be estimated amounts.

23. The changes in the numbers of persons engaged in the activity will be related to the answer on No. 9. The number eliminated does not necessarily mean that employment of the particular individuals will be terminated but it does mean that the personnel requirements of the agency will be reduced to that extent so far as the activity is concerned.

SECTION C. This section is to be completed whenever the agency head decides that the activity is to be continued as a direct Government operation.

24. This justification must be complete, showing the reasons why the agency head has decided that there is a clear demonstration that it is not in the public interest to procure such service from private enterprise.

25. If unavailability of the service commercially is a reason given in No. 24, this item will be used to indicate the circumstances

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under which the service is provided by private enterprise under normal business conditions. It should also indicate whether the geographical location of the activity is such that private enterprise is not in a position to fill the agency's needs. This should be answered only after specific analysis of the problem and must include a description of the steps which the agency has taken to be sure that private industry either can or cannot furnish the agency's needs.

26. If relative costs have been computed in accordance with the conditions set forth in section 4 of the Bulletin, the answer in No. 24 should explain the method of determining that the product or service cannot be purchased at a reasonable price on a competitive basis, and this item (No. 26) will be used to make a comparison of prices with costs of Government operation. This statement should show both the results of the comparative cost analysis and the elements which have been used in determining the Government cost, both as a direct operation and if the service is secured from private industry.